

# Attachment 11

## SCOPE OF SERVICES RIGHT OF WAY SERVICES

The following service functions are required to perform right of way activities which will take a project from concept to certification. There are three separate categories of duties to be performed. These duties are outlined below. An initial cost for these duties based on an estimated number of parcels should be provided in the contract cost proposal. When the actual number of parcels are determined and Right of Way plans are approved, proposed costs will be re-evaluated and re-negotiated if appropriate.

### A. PRE-RIGHT OF WAY PLANS

- Concept Team Meetings
- Preliminary Cost Estimate
- Conceptual Stage Studies
- Public Hearings
- Preliminary Field Plan Review

### B. PRE-ACQUISITION

- Pre-Acquisition Duties
- Relocation Package Preparation

### C. ACQUISITION

- Acquisition Duties
- Condemnation Petition Preparation
- Property Management
- Final Field Plan Review

## GENERAL CONDITIONS:

The performance of all right of way services will be in full compliance with Title 49 Code of Federal Regulations, Part 24, Title 23 Code of Federal Regulations, Part 710, the Federal Uniform Act, all State Laws addressed in Georgia Code 22 and 32, and in accordance with the Department's Right of Way Manual of policies and procedures.

Right of Way consultants must be on the approved Georgia Department of Transportation Right of Way Consultant List to perform any right of way services identified in this Scope of Service.

Right of Way services for the functions of Legal Services and Appraisal Review will be furnished by the Department's Right of Way Office along with other approval authorities including Right of Way Plan Approval, Right of Way Cost Estimates, Administrative Settlements, Relocation Assistance Benefits, Asbestos and Building Removal Costs, Retention Values and Performance Bonds, and the Right of Way Certification Package. The Department reserves the right to enforce other approval authorities as may be determined by the Department's Right of Way Office to ensure compliance with all Federal, State, and Department regulations.

Property negotiations will not commence until Right of Way Funding Authorization is approved on the project.

## A. PRE-RIGHT OF WAY PLANS

NOTE: CONSULTANT MUST BE ON THE APPROVED GEORGIA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY CONSULTANT LIST TO PERFORM THESE ACTIVITIES

### I. CONCEPT TEAM MEETINGS

1. Attend Project Concept Meetings.
2. Answer general questions about Right of Way acquisition process.
3. Discuss aspects of Preliminary Right of Way Cost Estimate.
4. Answer questions about effects of possible design changes.
5. Provide input concerning property impacts based on various alternate design alignments.

### II. PREPARE PRELIMINARY RIGHT OF WAY COST ESTIMATE

1. The cost estimate is to include the Estimate Date, Project, P.I. Number, Existing/Required Right of Way, Number of Parcels, Project Termini and Project Description. The completed estimate and any supporting documentation is to be prepared and submitted by using the DOT cost estimate format. Various estimates of right of way costs may be required based upon alternate design alignments.
2. Land: List each land use category, i.e., Residential, Commercial, Industrial, and Agricultural along with the total area, unit value and total estimated cost for each land use. The total land cost for all land uses is then calculated.
3. Improvements: List the number of structures to be acquired, i.e., businesses, residences, mobile homes, etc. Estimate the cost for each category and then calculate the total cost for all improvements.
4. Relocation: List the number and types of displacements which will qualify for relocation benefits, i.e., businesses, residences, nonprofit

- organizations, non-resident owners (NRO). Estimate the cost of relocation benefits for each category and then calculate the total cost for all relocation benefits.
5. Damages: List the number and types of damages that apply, i.e., consequential, proximity, etc., along with all estimated cost to cures. Estimate the cost of damages for each category and then calculate the total cost for all damages.
  6. Net Cost: the total costs of the Land, Improvements, Relocation and Damages are added together.
  7. Apply the stated adjustments to the Net Cost as directed on the DOT cost estimate format.
  8. Prepare updated right of way cost estimate when requested by the Department.
  9. The Cost Estimate and any updates are to be signed by the person(s) preparing the estimate and are to be submitted to General Office Right of Way for review and file documentation.

### III. PREPARE CONCEPTUAL STAGE STUDY

Upon receipt of preliminary plans and/or project layouts, prepare a Project Conceptual Stage Study which addresses the impact of the proposed project on the residents, businesses, farms and non-profit organizations which would be effected by construction of the project. The Study will analyze and address the impact of all alternate alignments proposed by the Department on the displacees and community.

More specifically the consultant shall:

1. Review project plans and verify by site inspection potential properties that will be directly within the proposed acquisition area.
2. Prepare a summary report confirming the services that will be offered by the Department in the Relocation Assistance Program and

determine if utilizing the federal program of Last Resort Housing will be necessary.

3. Prepare an inventory of all possible residential, business, farm and non-profit organization relocations on the DOT “Displacee Inventory” form. The form must be completed with all relevant information on the displacees.
4. Prepare an inventory of available housing on DOT “Housing Inventory” form. The housing inventory must include housing that is comparable, available on the market and within the financial means of the potential residential displacee.
5. Include in the summary report an analysis of the overall impact of the proposed project on the neighborhood in terms of available housing and economic impact due to possible loss of businesses within the area.
6. A copy of the completed report will submitted to the General Office Right of Way Relocation Section for review and file documentation.

#### IV. ATTEND THE PRELIMINARY FIELD PLAN REVIEW

1. Review the preliminary right of way plans, comparing them to the Department’s Checklist for Right of Way Plans.
2. Review the right of way plans against all other plans provided for the project. These plans include, but are not limited to: Cross Sections, Drainage (including Sediment Basins and Detention Ponds), Staging, Signage and Marking, Utilities, Lighting, and Project and Driveway Profiles, etc. Other issues to keep in mind while reviewing plans include, but not limited to:
  - a. Do all plans “match” (i.e., Right of Way plans to Cross Sections, Right of Way plans to Driveway profiles, Construction Limits, etc.)?
  - b. Number of relocations – considering the location of all pertinent ROW and easements.

- c. Construction limits within the required right of way and easements.
  - d. Are strain pole sites required?
  - e. Are the topo and site improvements accurate; do property lines look correct?
  - f. Are the types of easements correct for their designated use?
  - g. Is the Utilities Office aware of any prior rights issues which may require the addition of Utility Easements?
  - h. Location of any Utility improvements/substations or any Railroad improvements.
3. Make a list of all discrepancies beginning with the cover sheet progressing to each successive plan sheet (each sheet will be reviewed in succession during the PFPR). Keep in mind you may have multiple pages of corrections; each discrepancy is important to review. Conduct a field review of the project prior to the PFPR and compare the plans to the existing conditions and make note of any adjustments or corrections.
  4. Provide written comments by the stated deadline prior to the PFPR.
  5. As a member of the PFPR review team, attend and provide input at the scheduled meeting and project inspection.
  6. The major Right of Way issues discussed at the PFPR are outlined below:
    - a. How many parcels on the project?
    - b. How many relocations will there be?
    - c. How many parcels have been appraised? (Usually none)
    - d. How many parcels have been acquired? (Usually none)
    - e. Type access control?
    - f. Any general Right of Way comments?
    - g. Speed limits through the project?

7. Verify that the right of way plan review comments that were submitted have been received. Be sure to bring at least one extra copy of all your comments for submittal.
8. Ensure that all improvements have been spotted on the plans. This is especially important to consider if the team elects not to conduct a walking inspection of the project. If any improvements are sited during a physical inspection of the project, be sure to request that each is spotted on the plans, including location of UST's.
9. Request that all strain pole sites are shown on the plans and if any utility easements or railroad easements will be necessary.

You will receive a copy of all comments/transactions recorded during the review. Review all comments and respond to all inaccuracies to the Engineer named in the request. If no inaccuracies are found, respond to the Engineer as such.

## V. ATTEND PUBLIC HEARINGS & PUBLIC MEETINGS

1. Attend any scheduled dry run for an upcoming public meeting.
2. Attend and participate in public hearings and other public meetings addressing right of way procedures, policies, and regulations.
3. Discuss and explain with the public impacts to properties based on project design.

## B. PRE-ACQUISITION

NOTE: CONSULTANT MUST BE ON THE APPROVED GEORGIA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY CONSULTANT LIST TO PREFORM THESE ACTIVITIES

### I. PRE-ACQUISITION DUTIES

1. Upon receipt of the preliminary right of way plans submitted for approval, prepare the project detailed Right of Way Cost Estimate using the Department's forms and submitting said estimate to General Office Right of Way for review and approval and to request ROW Funding Authorization or Modification.
2. The Department of Transportation will be responsible for the assignment of the Project Attorney.
3. Consultant will meet with the assigned project attorney, review the right of way plans and discuss purpose of the project. Request the Owner Verification forms and Preliminary Title reports and sets a schedule for completion of said documents. Monitors the progress and completion of the attorney's work. As the Owner Verification forms and Preliminary Title reports are received, copies are furnished to the assigned appraiser. Attorney is to be provided with a set of right of way plans and a 1/2 size copy.
4. Reviews completed Owner Verification forms and submits a request for plan revisions, if the attorney certifies that the plans and legal description of a parcel are in conflict, attaching a copy of the Owner Verification form to the request.
5. Schedule and conducts the Property Owner Informational Meeting and mails notice to all owners informing them of the time and location of the meeting. Attends and coordinates all activities involving the meeting. Waivers for small projects which involve 10 parcels or less, and which involve no relocations, may be requested through the General Office Right of Way Section.



6. Upon the completion of the detailed right of way cost estimate, request the assignment of a project Review Appraiser and schedules project field review with the Review Appraiser to determine the type and scope of appraisal work required for the project along with any necessary specialty reports. Review Appraiser is to be furnished a set of right of way plans and a 1/2 size set. Appraisers and Specialty Report Contractors must be on the Department's approved list.
7. Prepares Sign Inventory Report listing all signs located on project. Photographs each sign and identifies sign parcel numbers and furnishes the information to the sign estimator. Sign Estimator must be on Department's approved list. Completed sign valuations are furnished to the appraiser.
8. Inspects all buildings/structures and prepares Property Management Inspection form for all buildings/structures located within the required acquisition area using appropriate Department form. Copy of completed inspection forms are to be furnished to the General Office Right of Way Property Management Section.
9. Obtain a copy of Underground Storage Tank Registration from the owner or EPD if UST's will be acquired and submit copy to the appraiser and General Office Right of Way Property Management Section.
10. Conducts Relocation Interviews with all displacees using appropriate forms and submits interviews, pictures of improvements, and building sketches showing dimensions to the Right of Way Relocation Office.
11. Obtains soil contamination and hazardous waste reports and discuss results of reports with Review Appraiser regarding possible needs of specialty reports. If determined appropriate, obtain a Phase 2 environmental report from specialty contractor from Department's approved list.
12. Any real estate appraiser or specialty valuation consultant which is selected must be on the approved GA DOT list and must be qualified to appraise the type of property at the appropriate level.

13. Once the appraiser(s) and specialty valuation consultant(s) are selected, a meeting should be scheduled with the appraiser(s), specialty consultants(s), and Review Appraiser to discuss project assignments. Monitors work progress of all employed fee consultants reporting any problems to the Review Appraiser.
14. Once the appraisals are received, two (2) copies of the appraisal report will be submitted to the Review Appraiser.
15. Monitor the appraisal process for timely completion of deadlines and assist in getting appraisal corrections requested from the Review Appraiser.
16. Provides written monthly parcel data and activity updates and status for all right of way activities and attends various meetings to address progress and delivery.

## II. RELOCATION PACKAGE PREPARATION

1. Upon receipt of an approved appraisal from the Review Appraiser and completion of the residential or business interview, prepare a Replacement Housing Report and Relocation Offer package for each displacee including moving expenses and all appropriate correspondence and forms. The report and offer package will be submitted to the Right of Way Relocation Office within thirty (30) days of receipt of the approved appraisal and interview. The report and package will be reviewed and must be approved by the Department.
2. Owner occupied residential parcels will include a replacement housing report that determines the appropriate replacement housing payment. The three comparable methods to determine the cost of comparable replacement housing must be used, and at least three comparable dwellings that are available on the private market must be analyzed. Less than three comparable dwellings may be used for this determination when additional comparable dwellings are not available but the reasons why must be documented. The selected comparable

dwelling must be the most nearly representative of and equal to or better than the subject property.

a. The Residential Owner Replacement Housing Report will include the following documents:

1. Photograph of subject property
2. House sketch of subject property
3. Supplemental Housing Appraisal checklist (RA-43)
4. Residential Relocation family makeup form (RA-44)
5. Comparable Housing Data (RA-45)
6. Determination of RHP summary (RA-46)
7. Replacement Housing Analysis
8. Copy of Appraisal 532 form
9. Consolidated list of all listings available on market
10. Map showing location of subject and comparable properties

b. The Residential Owner Relocation offer package will include:

1. Availability letter
2. Notice to Vacate Letter
3. Receipt of Brochure (RA-30)
4. Application for Relocation Assistance (RA-31)
5. Moving Claim Form (RA-40)
6. Relocation Summary Log (RA-27)
7. RPH Claim Form (RA-50)
8. Planning the purchase of a Replacement Dwelling (RA-55)
9. Instructions to Closing Attorney (RA-57)
10. DS&S Inspection Form and Photo (RA-42)
11. Relocation Moving Agreement Form (RA-36)

3. Tenant occupied residential parcels will include a replacement housing report that determines the appropriate rent supplement payment. The three comparable methods to determine the appropriate rent supplement and at least three comparable dwellings that are available on the private market must be analyzed. Less than three comparable dwellings may be used for this determination when additional comparable dwellings are not available but the reasons why must be documented. The selected comparable dwellings must be the

most nearly representative of and equal to or better than the subject property.

4. The Residential Tenant Replacement Housing Report will include the following documents:
  - a. Photograph of subject property
  - b. House sketch of subject property
  - c. Supplemental Housing Appraisal checklist (RA-43)
  - d. Residential Relocation family makeup form (RA-44)
  - e. Comparable Housing Data (RA-45)
  - f. Determination of payment (RA-47)&(RA-47A)
  - g. Replacement Housing Analysis
  - h. Copy of Appraisal 532 form
  - i. Consolidated list of all listings available on market
  - j. Map showing location of subject and comparable properties
5. The Residential Tenant Relocation package will include:
  - a. Availability letter
  - b. Notice to Vacate Letter
  - c. Application for Relocation Assistance (RA-31)
  - d. Receipt of Brochure (RA-30)
  - e. Moving Claim Form (RA-40)
  - f. Relocation Summary Log (RA-27)
  - g. Rent Supplement Claim Form (RA-51)
  - h. Planning to purchase replacement dwelling (RA-56)
  - i. Instructions to Closing Attorney (RA-58)
  - j. DS&S Inspection Form and photo (RA-42)
  - k. Relocation Moving Agreement Form (RA-36)
6. The offer package for Business occupied parcels will include:
  - a. Application for Relocation Assistance (RA-32)
  - b. Availability Letter
  - c. Notice to vacate letter
  - d. Receipt of Brochure (RA-30)
  - e. Moving Claim Form (RA-41)

## C. ACQUISITION

NOTE: CONSULTANT MUST BE ON THE APPROVED GEORGIA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY CONSULTANT LIST TO PREFORM THESE ACTIVITIES

### I. ACQUISITION DUTIES

1. Upon receipt of approved appraisals, prepare negotiation packages, which will include the Department's Brochure, Receipt for Brochure, Offer Letter, Option & Plats, Statement of Estimated Values and the Letter of Availability of Incidental Payments.
2. Make all offers to purchase, and if applicable all offers for relocation benefits along with any other payment required to owners, tenants or other parties having an approved tabulated monetary interest. All offers and relocation benefits will be explained in detail and negotiation and relocation activities will be conducted in accordance with the Department's Right of Way Manual.
  - a. Make an effort to negotiate the improved parcels first.
  - b. All owners should be contacted in person, if possible, at a time and place convenient to the owner. There shall be a sufficient number of personal contacts with each owner, with a minimum of three, in an attempt to secure a property settlement through negotiations, unless it is clearly apparent that continued negotiations would be unproductive.
  - c. Prepare and maintain a legible Negotiation Record on each property interest on which negotiation was attempted, giving the date, place of contact, persons present, offers made, explanation of Right of Way and Construction plans, counter-offers and recommendations regarding those counter-offers, reasons why settlements could not be reached, feedback and concerns from the property owner, description of title problems and how they were solved, signature of the negotiator for settled interests, and any other data pertinent to the negotiations.

- d. Provide and explain to owners appropriate right of way plan sheet(s), cross-sections, driveway profiles and other construction information as requested by owners. All plan sheets are to be stamped as Preliminary.
  - e. The consultant will NOT provide owners with Appraisals under any circumstance.
  - f. Review and confirm with owner the accuracy of all information stipulated in the Preliminary Title Report.
  - g. Title Reports are NOT to be provided to owners.
3. Prepare and maintain individual parcel files, including appraisal reports and copies of all negotiation and relocation documents, and all related correspondence and reports in connection with and incidental to the parcel. Files shall be available at any time for inspection by the Department and/or the Federal Highway Administration. Negotiation and Relocation documentation are to be maintained in separate file folders. All such information is the property of the Department and shall be immediately delivered to the Department upon request. Any information and/or knowledge gained from the appraisals, the acquisition and relocation on this project shall be kept confidential and not publicly disclosed without prior written authorization by the Department.
4. If a counter offer is submitted by a property owner, consultant will provide the necessary written justification for all approved settlements to the General Office Right of Way Acquisition Section. Under no circumstances will the consultant have the authority to accept a settlement on behalf of the Department of Transportation, either monetarily or contractually. If a settlement is reached at the offer amount, Consultant will submit an option to the General Office Right of Way Acquisition Section for approval.
5. Once an approved Option is obtained, Consultant must:
- a. Submit check request, with approved option attached, to the General Office Right of Way Acquisition Unit. All checks for closing will be

made payable to the attorney's escrow account. The Consultant will not have authority to conduct closings.

- b. Maintain a copy of all approved options in a separate folder, which is to be furnished to the Right of Way Office at the end of the contract. All values shown on the Options are to be darkened for no viewing on these copies.
- c. Prepare closing documents including Right of Way deeds, descriptions, plats, Settlement & Disbursement Statements, IRS Reporting Forms, Owners Affidavits and any other documents required by the Department and furnish said documents to the project attorney. All documents will be prepared on appropriate Department of Transportation forms.
- d. In the event of a TOTAL ACQUISITION, after the parcel closing, the Consultant shall send to the Department:
  - 1. An original reimbursement check made payable to the Department from the closing Attorney's escrow account in the amount of the owner's pro rata share of taxes.
  - 2. A copy of the signed Settlement & Disbursement Statement documenting the Owner's share of pro rata taxes withheld
  - 3. A copy of the original check issued by the Department of Transportation and made payable to the Attorney's escrow account for the Right of Way acquisition. This action should be submitted to the Department of Transportation immediately after the closing. A copy of this information shall also be retained in the Negotiation file.
- e. Once a parcel is acquired, consultant will notify the Right of Way Office so that transmittal of the parcel file to the General Office Right of Way Acquisition Section may be coordinated. If parcel was closed by deed, the original Recorded Deed and Final Title must be included in the file. All documents and correspondence pertaining to the parcel will be included in the parcel file as indicated on the Department of Transportation checklist.

6. If a negotiated settlement cannot be reached, the Consultant shall:
  - a. Mail certified 10-day letter to owner, with copy sent to the General Office Right of Way Acquisition Unit. All appeals will be conducted by the General Office Right of Way Section.
  - b. Prepare condemnation petition in accordance with the Department of Transportation guidelines. Submit petition to the General Office Right of Way Acquisition Section for review and proper signatures.
  - c. Submit check request for parcel to be condemned, with attached copy of Appraiser Affidavit to the General office Right of Way Acquisition Section. All checks for condemnation will be made payable to the appropriate County Clerk of Superior Court
  - d. After you have received the properly executed petition for the General Office, furnish executed condemnation petitions and check to the project attorney for filing at the County Courthouse.
  - e. Transmit final closed parcel file, as referenced in stipulation 5e above, including the conformed petition to the Department.
7. Mail all required Notices to Vacate to displacees once title has been acquired with a copy furnished to the General Office Right of Way Property Management and Relocation Sections immediately after closing/filing of the condemnation.
8. Provide assistance to displacees in matters involving Relocation.
9. Inspect replacement housing to assure D.S. & S. compliance.
10. Submit to the General office Right of Way Relocation Section a sketch of the replacement house showing dimensions, photographs of all structures, copies of sales contracts (or leases), and good faith estimates.
11. Obtain signatures of displacees on all appropriate relocation claim forms and submit executed claims with any supporting documentation to the General Office Right of Way Relocation Section to request check.



12. Attend closings of replacement housing and furnish relocation check to closing attorney.
13. Submit to the General Office Right of Way Relocation Section all documented requests for In Lieu Of benefits, Reestablishment benefits, and Search Payment benefits for prior approval by the Department.
14. Inspect business replacement sites to verify the completion of site renovation if the cost of renovation was approved for Reestablishment benefits. Take pictures of the completed renovation to be submitted to the General Office Right of Way Relocation Section.
15. Provide Relocation data on a monthly basis and a Sign Inventory Report indicating the current status of all relocation and sign activities for parcels under this contract.
16. Inspect, secure and post acquired vacated buildings. Using Department form, prepare and submit to the General office Right of Way Property Management Section the Notice of Final Vacancy Inspection & Demolition Authorization along with all property keys, if applicable.
17. Upon notice of demolition and removal of acquired improvements, inspect site for compliance of contract by the specialty contractor. If compliance is met, using Department form, prepare and submit to the General Office Right of Way Property Management Section the Improvement Clearance Report for bond reimbursement. If compliance is not met, said Section is to be immediately notified of said non-compliance.
18. Attend various meetings such as the Final Field Plan Review, Project Transition Meeting, and any other meeting which may be required.
19. Once 50% of the Right of Way is acquired, notification will be sent to the General Office Right of Way Acquisition Section so that a Detailed Audit of files can be conducted. Periodic random audits will be conducted throughout the life of the project.
20. In the event a Wetland Mitigation Parcel is identified on this project, the General Office Right of Way Acquisition Section is to be notified.

21. Prepare and submit to the General Office Right of Way Acquisition Section a Right of Way Certification Package a minimum of thirty (30) days prior to the posted project certification date. The Right of Way Certification Package will include the Status Certification Report, and if applicable the Relocation Advisory Service Certificate, the Monthly Relocation Status Report, the Right of Way Improvement Status Report, and the Sign Inventory Report. All Right of Way must be acquired and properties must be vacated prior to project being certified.
22. Provides written monthly parcel data and activity updates and status for all right of way activities and attends various meetings to address progress and delivery.

## II. CONDEMNATION PETITION PREPARATION

1. Confirm with the Design Office that the Right of Way plan sheets are the most recent plans, inclusive of all changes and/or revisions and those areas of acquisition are consistent with areas stated on the Review Appraiser's 532 report.
2. Work with designer to insure all necessary plan corrections discovered during petition preparation of parcel description are made in a timely manner.
3. Prepare condemnation petitions in accordance with Department guidelines which includes but not limited to Appraiser's Affidavit, styling, service addresses, legal description, and colored plats.
4. All tenants in possession of the property must be named in the styling and a service address listed in the petition.
5. Submit condemnation petition with a copy of the Preliminary Title Report and Review Appraiser's 532 report to the General Office Right of Way Acquisition Section for review and proper signatures.

### III. PROPERTY MANAGEMENT

1. Create a project summary report and property management parcel files. The project summary report will include parcel acquisition, occupancy, and demolition status along with retention values and performance bond amounts.
2. Inspect all buildings and perform a site review in determining if any improvements located within the required right of way were omitted from the Project Inspection Report and the appropriate method of removing the improvements from the site. An adequate inspection of the improvements will be made to determine the appropriate salvage value. A list of special stipulations will be prepared for any unusual circumstances involving the removal of the structures and/or reclamation of the remaining property.
3. Calculate a retention value and performance bond amount to be used in the Option Agreement. Submit these amounts to General Office Right of Way Property Management Section for prior approval.
4. Prepare the proper EPD forms. Select an authorized contractor from the Department's approved list and coordinate all activities required for the removal of underground storage tanks. The Right of Way Property Management Section is to be notified of the selected contractor.
5. Select an authorized Asbestos Inspector from the Department's approved list and coordinate all activities required for the inspection and testing of buildings/ materials in preparation of the reports required by EPD. The Right of Way Property Management Section is to be notified of the selected inspector.
6. The Consultant will prepare the proper EPD forms and select an authorized contractor from the Department's approved list and coordinate all activities required for identifying and the removal of asbestos. The Right of Way Property Management Section will be notified of the selected contractor.

7. Select an authorized contractor from the Department's approved list and coordinate all activities required for the removal of improvements. This activity will include receiving the Notice of Vacancy and preparing the Notice to Proceed correspondence to the contractor and meeting with the contractors and/or acquisition personnel as necessary. The Right of Way Property Management Section will be notified of the selected contractor.
8. Prepare a Property Management Certification report and submit said report to General Office Right of Way Property Management Section 30 days prior to project certification.

#### IV. ATTEND FINAL FIELD PLAN REVIEW

1. Upon notification, attend Final Field Plan Review to discuss the status of right of way acquisition and delivery.
2. Comment and identify any pending right of way revisions still required from design.
3. Comment on how any new plan revisions will delay project delivery and suggest any alternatives in order not to revise right of way plans.
4. Address any questions or issues concerning right of way delivery.
5. Review comments recorded during the review and respond to any inaccuracies.